



New Jersey Office of the Attorney General

Division of Consumer Affairs
Office of Consumer Protection
Charities Registration Section
124 Halsey Street, 7th Floor, P.O. Box 45021
Newark, NJ 07101
(973) 504-6215

**Form CRI-500A
Contract Filing Form**

(As Revised April 2016)

(Previous versions of this form may no longer be used and will not be accepted.)

Contracts being filed for the first time must be accompanied by this form and a \$30 contract filing fee. Every contract shall comply with the content and filing requirements of N.J.A.C. 13:48-9.3(b).

All of the questions must be answered.

1. Name of Charitable Organization:

N.J. Charities Registration Number: CH-_____-00 Phone Number: (_____)_____ Please check if the address has changed ☐

Street Address: _____
Street Address City State ZIP code

2. Name of the Independent Paid Fund Raiser or Fund-Raising Counsel:

N.J. Registration Number: PFR-_____-00 Phone Number: (_____)_____ Please check if the address has changed ☐

Street Address: _____
Street Address City State ZIP code

For questions 3 through 19, please provide the requested information:

3. Page Number:_____ Dates of Contract: Start Date: _____ End Date: _____

4. Page Number:_____ Statement of the charitable purpose for which the solicitation is being conducted:

5. Page Number:_____ Statement of the respective obligations of the fund-raising counsel, the independent paid fund raiser, and the charitable organization:

6. Page Number:_____ Statement whether the fund-raising counsel or independent paid fund raiser will have custody, control, possession or access to contributions:

7. Page Number:_____ Bank name, branch and account number:

8. Page Number:_____ Signatories on the bank account (names, titles and positions):

9. Page Number:_____ Projected commencement and termination date of solicitation:

10. Page Number:_____ Fees or rate payable to independent paid fund raiser or fund-raising counsel:

11. Page Number:_____ Guaranteed minimum of NET proceeds from contributions retained by the charitable organization:

12. Page Number:_____ Percentage of the purchase price retained by the charitable organization if the solicitation involves the sale of goods, services or tickets:

- 13a. Page Number:_____ Percentage of gross revenue from which the independent paid fund raiser will be paid:

- 13b. Page Number:_____ If compensation is based on a flat fee which is not contingent on the number of contributions or the amount of revenue received, express as a reasonable estimate of the anticipated gross revenue:

14. Page Number:_____ Statement regarding an estimate of the total fee charged and the assumption upon which the estimate is being made (if the fee is charged on the basis of rate and time):

- If the independent paid fund raiser or the fund-raising counsel at any time has or intends to have custody, control, possession or access to the charitable organization's solicited contributions, please provide the following information:
15. Page Number:_____ A statement as to the guaranteed minimum percentage of the gross, services or tickets to a fund-raising event, the percentage of the purchase price that will be given to the charitable organization:

16. Page Number:_____ If the solicitation involves the sale of goods, services or tickets to a fund-raising event, the percentage of the purchase price that will be given to the charitable organization:

17. Page Number:_____ The mailing address or addresses that will receive any contributions:

18. Page Number:_____ The name and address of any caging agent or escrow agent retained in connection with performance of the contract:

19. Page Number:_____ Bank name, branch and account number:

20. Page Number:_____ Signatories on the bank account (names, titles and positions):

GENERAL INFORMATION FOR FILING FORM CRI-500A

Contract Filing Form

1. **Fund-Raiser Registration & Annual Renewal:** It is unlawful for any person to act as an independent paid fund raiser or fund-raising counsel unless registered annually with the N.J. Office of the Attorney General, Division of Consumer Affairs, Charities Registration Section. Registrations are in effect from July 1 through June 30; the registration must be renewed by June 30 of each year to ensure there is no lapse in registration. Mail completed form CRI-500P or CRI-500PR and registration fee of \$250 with all required attachments to the New Jersey Division of Consumer Affairs, Charities Registration Section, P.O. Box 45021, Newark, NJ 07101. Late renewal filings require submission of a \$25.00 late fee in addition to the registration fee
2. **Charitable Organization Registration & Annual Renewal:** A charitable organization, unless exempted from the registration requirements of N.J.S.A. 45:17A-23 of the Charitable Registration & Investigation Act("CRI Act"), must be registered with the Attorney General on forms prescribed. It is unlawful for any charitable organization to solicit contributions or have contributions solicited without being registered and compliant with the CRI Act. Charitable organization registration renewals must be filed annually within six months after the close of the charitable organization's fiscal year. Late renewal registration filings require submission of a \$25.00 late fee in addition to the registration fee due.
3. **Solicitor Registration & Annual Renewal:** It is unlawful for any person to act as a **solicitor** of an independent paid fund raiser unless registered annually with the N.J. Office of the Attorney General, Division of Consumer Affairs, Charities Registration Section.
4. **Surety Bond:** If either an independent paid fund raiser or fund-raising counsel at any time has or intends to have custody, control, possession or access to a charitable organization's money, that independent paid fund raiser or fund-raising counsel shall, at the time of making application for registration, file with the N.J. Office of the Attorney General, Division of Consumer Affairs, Charities Registration Section a bond in which it shall be the principal obligor, and which shall be in the sum of \$20,000.
5. **Contract Filing Form and Fee:** Contracts being filed for the first time must now be accompanied by form **CRI-500A** and a \$30 contract filing fee in the form of check or money order **only**, made payable to the "New Jersey Division of Consumer Affairs." Subcontracts must be filed by the original independent paid fund raiser or fund-raising counsel with a \$30 registration fee (no form is required at this time.)
6. **Payments & Submission of Registrations, Documents:** Fee payments must be in the form of a check or money order made payable to the "New Jersey Division of Consumer Affairs." Mail completed forms and required fees to: N.J. Charities Registration Section, P.O. Box 45021, Newark, NJ 07101.
7. **Statutes & Regulations:** The CRI Act (N.J.S.A. 45:17A-18 et seq.) and Charitable Fund-Raising Rules (N.J.A.C. 13:48-1.1 through 15.1) may be viewed on the Charities Registration website <http://www.njconsumeraffairs.gov/charities> under the subtitle "Rules."
8. **Definitions** for "charitable organization," "fund-raising counsel," "independent paid fund raiser," "solicit" and "solicitor," and other words and phrases used in this form, are located within the CRI Act at N.J.S.A. 45:17A-20.
9. **All questions require a response** and may not be answered by reference to prior year initial or renewal registrations. Failure to answer all questions and provide the required documentation will result in processing delays and could result in denial of the registration.
10. **Solicitation Statement:** Please be reminded that the CRI Act (N.J.S.A. 45:17A-18 et seq.) requires that any printed solicitation, written confirmation or receipt or written reminder of a contribution issued by a charitable organization, independent paid fund raiser or solicitor contain the following:

"INFORMATION FILED WITH THE ATTORNEY GENERAL CONCERNING THIS CHARITABLE SOLICITATION AND THE PERCENTAGE OF CONTRIBUTIONS RECEIVED BY THE CHARITY DURING THE LAST REPORTING PERIOD THAT WERE DEDICATED TO THE CHARITABLE PURPOSE MAY BE OBTAINED FROM THE ATTORNEY GENERAL OF THE STATE OF NEW JERSEY BY CALLING (973) 504-6215 AND IS AVAILABLE ON THE INTERNET AT <http://www.njconsumeraffairs.gov/charities> ; REGISTRATION WITH THE ATTORNEY GENERAL DOES NOT IMPLY ENDORSEMENT."

10. **Registration & Other Fees:**

- CRI-500P - Independent Paid Fund Raiser and Fund-Raising Counsel Initial Registration fee (each) \$250.00
- CRI-500PR - Independent Paid Fund Raiser and Fund-Raising Counsel registration/renewal fee (each) \$250.00
- Late Filing Fee \$ 25.00
- CRI-500S - Solicitor of an Independent Paid Fund Raiser or Fund-Raising Counsel registration/renewal (each) \$ 15.00
- CRI-500A - Independent Paid Fund Raiser Contract Filing Fee with form CRI-500A (each) \$ 30.00
- CRI-500A - Independent Paid Fund Raiser Sub-Contract Filing Fee with form CRI-500A (each). \$ 30.00
- SR-1 or SR-2 - Report of Charitable Solicitation by an Independent Paid Fund Raiser or Fund-Raising Counsel (each)..... \$ 10.00
- Ticket Commitment Statement(s) (each)\$ 10.00

11. **Registration Assistance:** After reading through these instructions and the contract filing form CRI-500A, should there be any questions regarding professional fund-raising, contract filing or any related matters, please contact the N.J. Division of Consumer Affairs, Charities Registration Section, Monday through Friday from 9:00 am to 4:00 pm at hotline number **(973)-504-6215**.